

## MINUTES

### WILLMAR POLICE COMMISSION

Thursday, February 1, 2016

A meeting of the Willmar Police Civil Service Commission was held on Monday, February 1, 2016. Members present were: President Cassie Akerson, Vice President Kathy Schwantes, and Secretary Dennis Anfinson. Police Chief Jim Felt was also present.

The meeting was called to order by President Akerson at 3:46 p.m.

A motion was made by Commissioner Schwantes, seconded by Commissioner Anfinson, to approve the July 16, 2015 minutes as submitted. **Motion carried.**

The commission held the annual election (rotation) of officers, with Commissioner Kathy Schwantes moving to President, Dennis Anfinson to Vice President and Cassie Akerson to Secretary. Motion by Commissioner Anfinson, seconded by Commissioner Schwantes. **Motion carried.**

Commissioners reviewed the Police Commission Rules & Regulations, last revised in 2007, and last reviewed February 2, 2015. No changes were recommended at this time. Chief Felt noted that the City Attorney was currently reviewing how a job description, specifically that for the Police Department Administrative Assistant, related with the Commission definition versus the general City of Willmar definition. Commissioners will be notified of their findings and decide if changes need to take place. Motion made by Commissioner Anfinson, seconded by Commissioner Schwantes. **Motion carried.**

The Willmar Police Commission discussed the end of the probationary period for promotions in 2015. Those promotions included Sgt. Chad Nelson and Captain Michael Anderson. Chief Felt advised that both officers were performing exceptionally in their new positions and recommended their final appointment. The Police Commission also noted that Chief Felt's probationary period was reached in June 2015, and wished the minutes to reflect his final appointment. Motion made by Commissioner Anfinson, seconded by Commissioner Schwantes. **Motion carried.**

#### Miscellaneous

Chief Felt updated the Commission on the following:

- Discussion of probationary officers Alex Anderson and Lukas Eitheim. Both are progressing well and no problems noted.
- Informed the Commission of the Willmar Police Department's sponsorship of the Polar Plunge for Special Olympics that was held on January 30<sup>th</sup>. There

were 320 people who plunged and \$65,000 was raised at this event. This was the 12<sup>th</sup> Annual Polar Plunge held in Spicer.

- Updated the Commission of the Police Explorer program & advised the Explorers had been helping at various events. A membership update was also given.
- Discussed the departments need to move an officer to a 4<sup>th</sup> detective position. This position had been left vacant since the retirement of Officer Tim Manuel about five years ago.
- Discussed future potential staffing issues, including possible retirements. A discussion was also held on potential staffing needs due to more calls for service and general caseload. An overview of calls for service and category comparison from 2014 to 2015 was discussed.
- An update was given on Willmar PD K-9 Axel and a recent drug seizure where his narcotics detection capabilities were put to use.

The Willmar Police Commission briefly discussed creating a card or letterhead that they could use for thank-you notes, letters of congratulations, etc. Commissioner Schwantes indicated she would work on this for the group.

The Willmar Police Commission also wanted to express their thanks and support to the Willmar Police Department for the work of each staff member and how they represent the community and department.

There being no further business, a motion to adjourn was made by Commissioner Anfinson, seconded by Commissioner Schwantes. The meeting was adjourned at 3:42 p.m.

Secretary Dennis Anfinson  
by Jim Felt